

**COUNTY OF PRINCE GEORGE**  
**TELECOMMUNICATIONS PLANNING**  
**PROJECT MANAGEMENT PLAN**

August 13, 2007

The project management plan is a contract document that identifies all major responsibilities and tasks involved in successfully completing the project. It stipulates the person responsible for ensuring each task is completed and benchmark dates projected for all tasks. The plan also provides the management team with a tool for monitoring the project's progress to help ensure its completion within the timeframe established by DHCD. It must be maintained and updated throughout the course of the project.

The components of the plan include at least:

1. Project description;
2. A management team roster with the roles and responsibilities of all persons involved in the implementation of the project clearly identified;
3. Outline of specific project benchmarks by which the administration and implementation of the project will be tracked and analyzed. Benchmarks should be specific dates by which tasks and subtasks will be completed;
4. The Deputy County Administrator is a project team member and will apprise the Board of Supervisors on progress.
5. The Deputy County Administrator will keep the Board of Supervisors informed of progress via minutes from monthly management team meetings, will forward the status reports from CCG (consultant), and will review the Management Plan on a regular basis.
6. As stated in the Certification of Signatures and Address for the County of Prince George, Pamela Thompson and Sheila Minor are authorized to sign requests for the CDBG Community Improvement Grant funds for this project.
7. A pay-for-performance budget has been developed and is attached to this document.
8. An identification of potential problems and complexities inherent in the project, and an analysis of how these will be anticipated and mitigated; and
9. Signatures of, at a minimum, Locality's Chief Administrator, Grants Administrator and DHCD Community Representative.

**PROJECT DESCRIPTION:** The County of Prince George has received a planning grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to complete a Community Telecommunications Plan that will allow the locality to identify next projects and possible implementation. The Project Management Team and CCG, the consultant, are to conduct a needs assessment of the neighborhood and its residents (Phase I), create broadband education development strategies and end user application identification (Phase I), propose last mile connectivity solutions (Phase II), present preliminary design and costs estimates (Phase II), develop options for organization and network operation (Phase II), and present funding strategies for future implementation projects (Phase II). VDHCD funding is in place for Phase I activities. A proposal must be submitted and accepted by VDHCD to access Phase II funding. A project management team has been formed. The County of Prince George will complete all Phase I contract activities by November 30, 2007. The total project cost is \$60,000 of which \$25,000 is CDBG monies.

**PERSONNEL:**

<b>Name</b>	<b>Affiliation</b>	<b>Role</b>
Pamela Thompson	County of Prince George	Deputy County Administrator
Sheila Minor	County of Prince George	Director of Finance
Doug Dawson	CCG	Project Engineer
Matt Fitzgerald	DHCD	Community Representative
Cindy Cave	County of Prince George	Management Team Member
William Stewart	County of Prince George	Management Team Member
Ron Laux	Workforce/ Higher Education	Management Team Member
Dan Robinson	Interested Citizen	Management Team Member
Mark Bittner	Crater Planning District Commission	Management Team Member
Capt. Kenny Williams	Prince George Police	Management Team Member
Dr. Joseph Leming	Healthcare	Management Team Member
Karen Jackson	Office of Telework Promotion	Management Team Member
Ken Dye (Comcast)	Incumbent Provider	Management Team Member
Bobby Browder	PG County Schools	Management Team Member
M. Stephen Cates (BSV)	Service Sector (Banking)	Management Team Member
Sherry O'Dett (Pampered Chef)	Small/ Home Based Business	Management Team Member
Richard "Dee" Hartman, P.E.	Professional	Management Team Member
Scott Firestine	Libraries	Management Team Member
Jerry Clasey (ACE)	Industry/ Manufacturing	Management Team Member
Guy Bertram (Colonial Harley Davidson)	Retail/ Commercial	Management Team Member

**ACTIVITIES:**

<b>Task</b>	<b>Person Solely Responsible</b>	<b>Person(s) Providing Support</b>	<b>Scheduled Completion Date</b>	<b>Date Completed</b>
A. Organize and Conduct Community Meetings #1 & 2	Sheila Minor	Matt Fitzgerald	2/28/07 #1 7/31/07 #2	7/31/07
B. Release Project Manager and/or Engineer Solicitation Document(s)	Sheila Minor	Matt Fitzgerald	3/26/07	3/26/07
C. Proposals Due	Sheila Minor	Matt Fitzgerald	4/19/07	4/19/07

<b>Task</b>	<b>Person Solely Responsible</b>	<b>Person(s) Providing Support</b>	<b>Scheduled Completion Date</b>	<b>Date Completed</b>
D. Develop Contract for Program Manager and/or Engineer	Sheila Minor	Management Team/Matt Fitzgerald	8/1/07	7/31/07
E. Submit Contract(s) to DHCD for approval	Sheila Minor	Matt Fitzgerald	8/3/07	7/31/07
F. Hold Facilitated Planning Session with DHCD	Matt Fitzgerald/Doug Dawson	Sheila Minor	July 31, 2007	7/31/07
G. Coordinate Management Team Meetings, Placing Minutes in File & Forwarding Copy to DHCD	Pamela Thompson/Sheila Minor	Aimee Gleason	Ongoing	
H. Draft Management Plan & Distribute to Team for Comments	Sheila Minor	Pamela Thompson	August 10, 2007	
I. Submit Management Plan & Performance Budget to DHCD	Sheila Minor	Pamela Thompson	August 10, 2007	
J. Submit Draw Down Request #1	Sheila Minor	Pamela Thompson		
<b>K. Milestone 1 - Needs Assessment - Review Current Communication Technology Conditions</b>				
Develop Income/Interest Survey Instrument	Doug Dawson	Prince George	7/9/07	7/9/07
Submit Survey to DHCD for review	Sheila Minor	Prince George	7/31/07	7/31/07
Conduct Residential Survey	Doug Dawson	Prince George	8/24/07	
Conduct Business Survey/Interviews	Doug Dawson	Prince George	8/07 – 9/17/07	
Compile Asset Inventory	Doug Dawson	Prince George	9/17/07	
Complete Analysis of Survey Results	Doug Dawson	Prince George	9/17/07	
<b>L. Milestone 2 – Broadband Education Development Strategies</b>				
2a. Investigate current programs available in the community and inventory current resources	Doug Dawson	Prince George	9/3/07	
2b. Denote training gaps	Doug Dawson	Prince George	9/10/07	
2c. Research and identify potential training partners to provide additional broadband education programs	Doug Dawson	Prince George	9/17/07	
2d. Identify common and customer specific broadband uses and applications and assist the community in developing a strategy for expanding their availability	Doug Dawson	Prince George	9/17/07	
<b>M. Milestone 3 – Last Mile Connectivity Solutions</b>				

<b>Task</b>	<b>Person Solely Responsible</b>	<b>Person(s) Providing Support</b>	<b>Scheduled Completion Date</b>	<b>Date Completed</b>
3a. Provide a variety of options for achieving last mile connectivity based on community needs and tie-in to the areas of economic development potential, education, and health care.	Doug Dawson	Prince George		
3b. Provide recommendations to reach outlying areas of remote sites along with descriptions of capabilities of existing technologies.	Doug Dawson	Prince George		
3c. Delineate coverage areas for fiber optic connection and the means to delivery service beyond fiber connections.	Doug Dawson	Prince George		
<b>N. Milestone 4 – Preliminary Design and Cost Estimates</b>				
4a. Dev prelim design of a broadband telecomm network	Doug Dawson	Prince George		
4b. Identify rights-of-way	Doug Dawson	Prince George		
4c. Identify network electronics specs	Doug Dawson	Prince George		
4d. Include prelim cost est for construction of proposed solutions	Doug Dawson	Prince George		
4e. GIS mapping of a) existing telecomm infrastructure, b) areas of need, and c) proposed infrastructure routes of “Last Mile” solutions (base mapping provided)	Doug Dawson	Matt Blaes (Prince George GIS)		
<b>O. Milestone 5 – Organization and Network Operation Options</b>				
5a. Provide presentation of poss organizational/ownership structures	Doug Dawson	Prince George		
5b. Address potential staffing requirements, legal req., maintenance, and budget est.	Doug Dawson	Prince George		
5c. Identify ISPs in community & investigate their willingness to be a provide on future network projects	Doug Dawson	Prince George		
5d. Research fed, state, and local regs and legal issues. Evaluate guidelines for standards and rules...	Doug Dawson	Prince George		

Task	Person Solely Responsible	Person(s) Providing Support	Scheduled Completion Date	Date Completed
5e. Dev a Business Plan	Doug Dawson	Prince George		
<b>P. Milestone 6</b> – Funding Strategies for Future Implementation Projects				
6a. Information on availability and relevance of potential funding sources	Doug Dawson	Prince George		
<b>Q. Milestone 7</b> – Required Process Elements				
7a. Public hearing	Sheila S. Minor	Pamela Thompson		
7b. Monthly meetings with project mgmt team.	Pamela Thompson	Aimee Gleason		
7c. Weekly updates against project milestones	Pamela Thompson	Aimee Gleason		
7d. Provide the end product to be the property of the locality.	Doug Dawson	Prince George		

**COMMUNITY IMPROVEMENT GRANT (CIG) PROCESS: (If Locality will be applying for a CIG for part of implementation)**

Prince George County has not determined yet if it will be applying for this.

Publish Public Hearing Notice 7 Days Prior To Hearing				
Organize and Conduct Combined Neighborhood Meeting #3 (Review Plan for Implementation) & Public Hearing #2 if being combined (See Page 11 Of Planning Grant Manual & Page I-29 Of CIG Application)				
Prepare CIG Application				
Submit Resolution Endorsing Application				
Submit CIG Application				
Appropriation of CDBG Funds Through Formal Action By Governing Body				
Attendance at Project Management Workshop				
Set up Grantee Project Filing System				
Date of Publication for Early Public Notice (only necessary if Engineer determines the project				

<b>Task</b>	<b>Person Solely Responsible</b>	<b>Person(s) Providing Support</b>	<b>Scheduled Completion Date</b>	<b>Date Completed</b>
will impact wetlands or floodplains)				
Date of Public Hearing (only necessary if Engineer determines the project will impact wetlands or floodplains)				
Date of Publication of Notice of Explanation and Combined FONSI/NOT-RROF				
Mail Combined Notice to EPA (DC & PA)				
Mail Combined Notice & ERR to DEQ & DHCD				
Date Comment Period Ends				
Submit Request for Release of Funds and Certification				
Date State Objection Period Ends				
Submit Request for Pre-Authorized Costs to DHCD				
Date Local Business & Employment Plan Adopted				
Date Local Business & Employment Ad Published				
Date Minority & Female Owned Businesses Ad Published				
Date EEO Hiring Nondiscrimination Policy Adopted				
Date of Posting 504 Non-Discrimination Notice				
Date 504 Non-Discrimination Display Ad Published				
Date of 504 Coordinator Designation				
Submit Draft 504 Grievance Procedures to DHCD for approval				
Date of Adoption of 504 Grievance Procedures				
Conduct 504 Self-Evaluation				
Submit Draft 504 Self-Evaluation to DHCD for approval				
Date Handicapped Accessibility & Nondiscrimination Plan/Policy Adopted				
Date Anti-Displacement Plan Adopted				
Submission of Signed Fair Housing Certification to DHCD				
Submit Draft Contract for				

<b>Task</b>	<b>Person Solely Responsible</b>	<b>Person(s) Providing Support</b>	<b>Scheduled Completion Date</b>	<b>Date Completed</b>
Architect/Engineer to DHCD for approval if funded with CDBG monies				
Submit Draft Contract for Project Manager to DHCD for approval if funded with CDBG monies				
Submit Sample User Agreement to DHCD for approval				
Submit Draft Program Design to DHCD for approval				
Submit All Products to DHCD				

**PRODUCTS**

1. Environmental Review
  - a. Copy of Environmental Review Record
  - b. Copy of Letters to VA Historic Landmarks Commission and the Virginia Research Center for Archaeology
  - c. Copy of Letters to EPA Headquarters, EPA Regional, VA DEQ, and DHCD.
  - d. Copy of Early Public Notice
  - e. Copy of Notice of Explanation
  - f. Copy of FONSI & NOI/RROF Notice
  - g. Copy of User Agreement(s)
2. Written Set Of Procurement Procedures, Especially For Small Purchases And Professional Services
3. Signed Management Plan
4. Revised Budget
5. List Of Current Members Of Board Of Supervisors
6. Copy of Contracts, as necessary
  - a. Grant Administrator
  - b. Engineer or Architect
  - c. Service Authority or PDC
7. Verification Of Amount, Source And Use Of Leverage Expenditures Since July 1 For The Proceeding Year
8. Certification of Signatures and Address
9. Equal Opportunity/Fair Housing
  - a. Copy of Adopted Non-Discrimination Policy
  - b. Copy of 504 Self Assessment
  - c. Copy of Adopted Policy & Plan based on 504 Self Assessment Findings
  - d. Copy of Non-Discrimination on Basis of Handicap Display Ad, including TDD Number?
  - e. Copy of Adopted 504 Grievance Procedure
  - f. Copy of Signed Fair Housing Certification
  - g. Copy of Adopted Local Business and Employment Plan
  - h. Adopted Anti-Displacement Plan
  - i. Copy of Local Business & Workers Solicitation and Minority & Female Owned Businesses Solicitation Display Ads

10. Citizen Participation
  - a. Public Hearing on the Local Community Development and Housing Needs
    - i. Copy of Display Ad Announcing Hearing
    - ii. List of Attendees & Minutes
  - b. Public Hearing on Proposed CDBG Application
    - i. Copy of Display Ad Announcing Hearing
    - ii. List of Attendees & Minutes
11. Evidence of appropriation of CDBG funds through formal action by the governing board

## **VRBPI GRANT BUDGET**

Pay-for-performance reimbursement schedule

Draw #1	Submit Management plan and Performance Budget	\$2,500
	Develop residential survey	2,500
Draw #2	Complete residential and business surveys	5,000
Draw #3	Complete asset inventory	3,000
	Conduct assessment of available education and training gaps	3,000
	Formulate strategy for broadband education programs	3,000
Draw #4	Report to Management Team & Community on broadband demand, broadband education, existing assets, other survey results.	6,000